



District Board of Directors Monthly Meeting

MONDAY, SEPTEMBER 21, 2020

Mid-State Wisconsin Rapids Campus
500 32nd Street North, Wisconsin Rapids

5:00 p.m.	Committee-of-the-Whole	Room L133-134 and Microsoft Teams Conferencing
5:10 p.m.	Monthly Board Meeting	Room L133-134 and Microsoft Teams Conferencing

MISSION: Mid-State Technical College transforms lives through the power of teaching and learning.

VISION: Mid-State Technical College is the educational provider of first choice for its communities.

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DISTRICT BOARD OF DIRECTORS

Monday, September 21, 2020 – 5:10 p.m.
Wisconsin Rapids Campus; Room L133-134
and Microsoft Teams Video Conferencing

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. ROLL CALL

C. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This September 21, 2020 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

D. OPEN FORUM – ROBERT BEAVER

The open forum is at the option of the Board Chairperson and ground rules have been established to ensure the orderly conduct of business. This is a meeting of the District Board open to the public and not a public hearing. Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Individuals should not expect to engage in discussion with the members of the District Board. The District Board Chairperson may or may not respond to statements made.

Ground rules regarding public comment on Board agenda item(s):

- 1. Public comments must pertain to an agenda item.*
- 2. No person may speak more than once to an issue or for a period longer than three to five minutes.*
- 3. No more than three people may be heard to one side of an issue.*
- 4. The District Board reserves the right to limit the total amount of time during which public comments will be heard at any given meeting.*
- 5. The Board Chairperson reserves the right to stop unprofessional discussion or discussion targeted toward a specific individual. Deviation from these parameters may occur upon the consent of the majority of the Board.*

E. ACTION ON AUGUST 17, 2020 BOARD MEETING MINUTES (Exhibit A)

F. ACTION ON CONSENT AGENDA

1. Payment of Bills and Payroll (Exhibit B)

District bills for August 2020 total \$1,082,525.64 of which \$807,586.53 represents operational expenditures and \$274,939.11 represents capital expenditures. Payroll disbursements for August totaled \$1,244,758.60 plus \$10,071.76 for travel and miscellaneous reimbursements, and \$626,286.98 in fringe benefits, for a total payroll disbursement of \$1,881,117.34. Administration recommends approval of the payment of these obligations totaling \$2,963,642.98.

2. Contracted Service Agreements (Exhibit D)

The District has entered into thirteen contracted service agreements totaling \$46,395.00. The individual contracts are available for review upon request. Administration recommends approval of these contracts.

3. Procurements for Goods and Services (Exhibit E)
Procurements for Goods and Services fall into two groups: 1) procurements that require prior Board approval and 2) procurements approved by Administration but listed as information for the Board. There is one procurement which requires Board action.

G. CHAIRPERSON'S REPORT – ROBERT BEAVER

1. Meeting attendance
2. WTC District Boards Association
3. Association of Community College Trustees (ACCT) Leadership Congress
4. Next meeting date

H. PRESIDENT'S REPORT – SHELLY MONDEIK

1. Campus Activities
2. Community Involvement
3. WTCS Updates
4. WTCS Presidents Association Activities

I. COMMITTEE REPORTS

1. Finance & Infrastructure Committee – Charles Spargo
 - a. Review of Consent Agenda Items
 - b. Treasurer's Report (Exhibit C)
 - c. Resolution Awarding The Sale Of \$1,000,000 General Obligation Promissory Notes, Series 2020B (Exhibit F)

Exhibit F contains an awarding resolution for the sale of \$1.0 million general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds, and equipment in 2020-2021.

Robert W. Baird, Inc. will present a negotiated offer for the award and sale of these tax supported notes. A 30-day petition period will have been satisfied. Mid-State will engage in a negotiated sale for which notes are presold by Baird. Custody of the funds will occur shortly after the sale.

Baird assisted with the preparation of a long-term financing plan and the amortization schedule, provisions of the issue, preparation of the Preliminary Official Statement (POS), securing a Moody's rating, and underwriting/selling the notes to investors. As designated bond counsel, Quarles & Brady has prepared the awarding resolution and will issue an opinion in regards to statutory compliance. Details of the sale will be provided during the meeting along with the rating prepared by Moody's Investor Services.

Board approval of the resolution contained in Exhibit F is requested.

- d. Cosmo Remodel Project – Matt Schneider
Bid results for the Cosmo Remodel Project will be provided. Approval will be requested.
- e. Informational Items
 1. Estimated Property Values & Tax Rates – Greg Bruckbauer

Mid-State will certify its 2020-21 property tax levy distributions to 97 municipalities in October. We anticipate levying the maximum allowable for the actual change in new construction as certified by the Department of Revenue. The property values by county and net new construction information is release in September. Information will be shared.

2. Outcomes Based Funding – Greg Bruckbauer
An Outcomes Based Funding update will be provided.
3. Status of FY20 Independent Financial Audit – Greg Bruckbauer
The audit is progressing as scheduled; the auditors first day scheduled on site is September 15. Budget amendments will be presented in October. The final audit reports for FY20 are anticipated to be presented to the Mid-State Board in December.
4. Finance Implications for Topics in Other Committees
Often topics directed by the other two committees may have fiscal or financial implications that would be of interest or concern by the Finance & Infrastructure Committee. The purpose of this agenda item is to identify when administration has information available and also to enable committee members to raise any finance related questions. Other information can be gathered upon request. Any necessary action will be incorporated into the action reported by the originating committee.

2. Academic & Student Services Committee – Betty Bruski Mallek

- a. Review of Consent Agenda Items
- b. Informational Items
 - a. Advisory Committees – Dr. Deb Stencil
The program Advisory Committee membership list for the School of Health, School of Protective and Human Services, and the School of Business and Technology will be reviewed.
 - b. Enrollment Reports – Dr. Mandy Lang
Presentation of the 2019-2020 (FY20) end-of-year FTE reports and student demographics will be made. Preliminary fall 2020 enrollment data will also be shared.

3. Human Resources & External Relations Committee – Justin Hoerter

- a. Review of Consent Agenda Items
- b. Informational Items
 - a. Legal Representation – Dr. Karen Brzezinski
Information regarding a change in the College’s legal representation will be provided.
 - b. FY20 Workforce and Economic Development Annual Report – Dr. Bobbi Damrow
The FY20 Workforce and Economic Development Annual Report will be shared.

J. Committee-of-the-Whole (Exhibit G)

1. Board Policy Review (Exhibit H) – Dr. Shelly Mondeik

K. Discussion & Action

1. Fall Semester – Executive Leadership Team
Fall Semester updates will be provided by Executive Team Members from Student Services, Academics, Information Technology, and Human Resources & Organizational Development.

L. Closed Session

The Board will entertain a motion to convene to closed session, pursuant to s. 19.85(1)(e) Wisconsin Statutes, to discuss labor relation matters. The Board may take action in closed session.

Following the closed session, the Board will entertain a motion to reconvene in open session and will then take any further action that is necessary and appropriate. The Board will thereafter entertain a motion to adjourn the meeting.

M. Adjournment

**MID-STATE TECHNICAL COLLEGE
DISTRICT BOARD MEETING MINUTES**

Wisconsin Rapids Campus	August 17, 2020
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A. CALL TO ORDER – Robert Beaver

The meeting was called to order at 5:14 p.m.

B. ROLL CALL

PRESENT: Robert Beaver (via Teams), Betty Bruski Mallek (via Teams), Kristin Crass (via Teams), Richard Merdan (via Teams), Lynneia Miller (via Teams), Charles Spargo (via Teams) and Dr. Shelly Mondeik

EXCUSED: Craig Gerlach, Justin Hoerter and Gordon Schalow

OTHERS: Dr. Karen Brzezinski, Dr. Bobbi Damrow (via Teams), Randy Jahns (via Teams), Dr. Mandy Lang (via Teams), John Mehan (via Teams), Brad Russell (via Teams), Matt Schneider (via Teams), Dr. Deb Stencil (via Teams), Angie Susa, and Mike Vilcinskas

C. OPEN MEETING CERTIFICATION – Robert Beaver

The meeting notice was verified; stating that this meeting of the Mid-State Technical College District Board was announced to the public in an attempt to keep the citizens of the district aware of the date, time and place of the meeting.

D. OPEN FORUM – Robert Beaver

The meeting was opened for comments from the audience. No one wished to address the Board.

E. APPROVAL OF MINUTES

Motion by Ms. Bruski Mallek, seconded by Mr. Merdan, upon a voice vote, unanimously approved minutes from the board meeting held July 13, 2020 as presented.

F. CONSENT AGENDA

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved the following consent agenda items:

1. The district's bills for the month of July 2020 were presented in Exhibit B. These bills totaled \$1,664,545.13 of which \$1,067,555.45 represents operational expenditures and \$596,989.68 represents capital expenditures. The district's payroll for the month of July totaled \$2,160,200.97 plus \$2,187.85 for travel and miscellaneous reimbursements and \$734,015.03 in fringe benefits. The district's bills and payroll totaled \$4,560,948.98.
2. Entered into the following contracted service agreements:

<u>Agreement #</u>	<u>Contracted Service:</u>	<u>Amount</u>
146590	Supervisory Training	\$ 4,178.73
146591	Customer Service	\$ 1,690.00
146592	Welding Training	\$ 4,116.60

- | | | |
|--------|---------------------------------------|-------------|
| 146593 | UGotClass – Project Management | \$ 247.50 |
| 146594 | Childhood Teacher Skills & Strategies | \$ 3,600.00 |
3. Approved the following procurement(s) for goods and services:
There were no procurements which required approval.

G. CHAIRPERSON’S REPORT – Robert Beaver

1. Board members were welcomed to the meeting. Mr. Gerlach, Mr. Hoerter and Mr. Schalow were excused.
2. Summer Boards Association meeting was held in a virtual format on July 24. Attendees commented that Mid-State was well represented in the K-12 panel discussion and presentations were informative.
3. ACCT Leadership Congress will be held October 5-8, 2020 virtually. As a college, Mid-State will participate virtually. Anyone interested in attending should contact Ms. Susa for more information. Mid-State will be presenting on the Simulation Center collaboration with Aspirus Riverview and Legacy Foundation.
4. Future meeting dates (times unless otherwise announced):

MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, September 21, 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.
MONTHLY MEETING	Committee Meetings – 4:15 p.m.
Monday, October 19, 2020	Committee-of-the-Whole – 5:00 p.m.
Wisconsin Rapids Campus	Board Meeting – 5:20 p.m.

H. PRESIDENT’S REPORT – Dr. Shelly Mondeik

1. Mid-State has implemented Phase 3 of reopening. Dr. Mondeik highlighted COVID funding and planning activities.
2. WTCS Board Meeting will be held virtually in September and highlight Mid-State. During this meeting the Futuremaker Partner Award will be presented. Planning is well underway.

I. COMMITTEE REPORTS

1. FINANCE & INFRASTRUCTURE COMMITTEE – Charles Spargo
 - a. TREASURER’S REPORT: No questions or concerns resulted from review of the Treasurer’s Report.
 - b. RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$1,000,000 GENERAL OBLIGATION PROMISSORY NOTES; AND SETTING THE SALE: Administration requested authority to issue \$1,000,000 in general obligation promissory notes to finance budgeted capital expenditures for facilities, grounds and equipment in 2020-21. Proceeds will be distributed shortly after the September sale. John Mehan presented details.

Motion by Mr. Spargo, seconded by Ms. Bruski Mallek, upon a roll call vote, unanimously approved the following resolution:

WHEREAS, the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") is presently in need of \$633,000 for the public purpose of paying the cost of building remodeling and improvement projects and in the amount of \$367,000 for the public purpose of paying the cost of acquiring movable equipment;

WHEREAS, the District hereby finds and determines that the projects are within the District's power to undertake and serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, technical college districts are authorized by the provisions of Section 67.12(12), Wisconsin Statutes to borrow money and to issue general obligation promissory notes for such public purposes.

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$633,000 for the public purpose of paying the cost of building remodeling and improvements projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$367,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed ONE MILLION DOLLARS (\$1,000,000) from Robert W. Baird & Co. Incorporated (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed ONE MILLION DOLLARS (\$1,000,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrevocable tax sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Marshfield New Herald, the official newspaper of the District. The notices to electors shall be in substantially the forms attached hereto as Exhibits A and B (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The sale of the Notes shall be negotiated with the Purchaser. At a subsequent meeting, the District Board shall act on the purchase proposal received from the Purchaser and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by the Purchaser. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded August 17, 2020.

- c. STATUS OF FY20 INDEPENDENT FINANCIAL AUDIT: An update on the FY20 (year ending June 30, 2020) financial audit was provided. Report out will occur in October.
 - d. FINANCE IMPLICATIONS FOR TOPICS IN OTHER COMMITTEES: No topics discussed.
2. ACADEMIC & STUDENT SERVICES COMMITTEE – Betty Bruski Mallek
- a. ACADEMIC PLAN OVERVIEW: An overview of the “Experience Choice” campaign was provided as it related to how students attend courses.
 - b. FACULTY IN-SERVICE: Fall’s Faculty In-Service day was highlighted. Virtual learning sessions focused on academics, learning, assessment and I-CARE.
3. HUMAN RESOURCES & EXTERNAL RELATIONS COMMITTEE – Robert Beaver
- a. COLLEGE-IN-SERVICE: All regular employees attended a virtually held College-Wide In-Service. Session topics included college update; Title 9; security; Diversity, Equity and Inclusion and team time for individual planning.
 - b. MARKETING & PUBLIC RELATIONS: Ongoing marketing and public relations initiatives were shared including the Marshfield Campus 100 Year Celebration, Experience Choice campaign, Rapid Response activities, Drive In events and Mascot reinvigoration.

J. COMMITTEE-OF-THE-WHOLE

1. BOARD POLICY REVIEW: Board members reviewed the first of three groups of Board Policies. Policies will also be presented for review in September and October.
2. SECURITY UPDATE: An update on Mid-State’s new security system was provided. The system provides more comprehensive, secure coverage of all locations. Installation is nearly complete.

K. DISCUSSION & ACTION – Dr. Shelly Mondeik

1. NCMPR AWARD: Mid-State was awarded the Gold Paragon Award for a Student Life commercial by the National Council for Marketing and Public Relations. A digital clip of the award presentation and judges' comments was shared.

L. CLOSED SESSION

The Board will entertain a motion to convene to closed session, pursuant to s.19.85(1)(d) Wisconsin Statutes, to discuss campus security measures. The Board may take action in closed session. Following the closed session, the Board will entertain a motion to reconvene in open session and will then take any further action that is necessary and appropriate. The Board will thereafter entertain a motion to adjourn the meeting.

Motion by Mr. Spargo, seconded by Ms. Crass, upon a roll call vote, unanimously approved closed session as announced. Closed session convened at 6:28 p.m.

M. ADJOURNMENT – Robert Beaver

The Board reconvened in open session at 6:50 p.m. with a motion by Mr. Spargo, seconded by Msr. Merdan, unanimously approved upon a roll call vote.

There being no further action or business of the Board, the meeting adjourned at 7:51 p.m. with a motion by Mr. Merdan, seconded by Ms. Bruski Mallek, upon a voice vote.

Lynneia Miller, Secretary
Mid-State Technical College Board

Angela R. Susa
Recording Secretary

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Exhibit B previously distributed under separate cover.**

FY 2020-21 Budget Modifications Made in the Months of July and August 2020

Project #	Grant Title or Description	Type	Reason for Budget Change	Revenue Change	Expense Change	Fund Balance Change	Notes
Fund 1 - General Fund Budget Modifications							
141881	Youth Apprenticeship Grant	DWD	Adjust budget to actual	(12,514.00)	(11,751.00)	(763.00)	1
141240	MREA Solar Grant	Private	Adjust budget to actual	(1,257.00)	(1,257.00)	-	1
141399	Dual Enrollment Grant	DWD	Adjust budget to actual	222,485.00	211,890.00	10,595.00	1
141919	MA Grant	WAT	Adjust budget to actual	8,948.00	8,948.00	-	1
141440	Machine Tool Year 2	WAT	Adjust budget to actual	(14,301.00)	(12,556.00)	(1,745.00)	1
141660	Nuts, Bolts and Thingamajigs	Local	Adjust budget to actual	7,000.00	7,000.00	-	1
141200/210/300/350/360/520/670/490		Various	Carryover grants from FY20	58,885.00	56,991.00	1,894.00	2
141399	Dual Enrollment Grant	DWD	Carryover grant from FY20	1,591.00	3,180.00	(1,589.00)	2
141031/251/291/481/441/781		Various	Adjust budget to actual	-	(2,583.00)	2,583.00	1
Fund 2 - Special Revenue Fund Budget Modifications							
140191	Strengthening Institutional Programs-COVID CARES Act	Federal	Establish budgets	74,633.00	74,633.00	-	3
140181	Insurance Trust-COVID funds	Federal	Establish budgets	11,775.00	11,775.00	-	3
140190	CARES Act-Institutional portion	Federal	Establish budgets	428,006.00	428,006.00	-	3
140180	DMI Insurance-COVID funds	Federal	Establish budget	-	50,000.00	(50,000.00)	3
Fund 3 - Capital Projects Fund Budget Modifications							
	FY21 projects started in FY20		Reduce budget for funds spent in FY20	(22,335.00)	(244,515.00)	244,515.00	4
141440	Machine Tool Year 2	WAT	Adjust budget to actual	(22,335.00)	(22,335.00)	-	1
	Previous years unspent funds to fund Aspirus project		Delay due to COVID	48,036.00	48,036.00	(48,036.00)	2
	Previous years unspent funds to fund Cosmetology project			97,896.00	97,896.00	(97,896.00)	2
Fund 7 - Special Revenue Non-Aidable Fund Budget Modifications							
	CARES Act-Student portion	Federal	Establish budget	-	100,176.00	(100,176.00)	3
Total Budget Changes For The Month				762,916.00	803,534.00	(40,618.00)	
Notes:							
Budget modifications are out of balance for July and August due to the following:							
1	Adjust budget to actuals						
2	Funds carried forward from FY20						
3	COVID funds received						
4	Capital projects started in FY20, paid with FY21 budget dollars.						



Budgeted Revenues, Expenditures and Changes in Fund Equity Current Budget for Fiscal Year 2021 as of August 31, 2020

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current Budget		
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Fund 16	
Local Government	7,279,154	-	-	6,999,330	-	-	-	-	-	-	-	-	-	-	-	-	27.5%
Student Fees	7,054,611	51,765	-	387,200	-	-	-	-	-	-	-	-	-	-	-	-	14.4%
State Aid & Grants	15,348,640	-	-	28,745	-	-	-	-	-	-	-	-	-	-	-	-	14.6%
Institutional	305,091	766,775	42,350	125,000	-	-	-	-	-	-	-	-	-	-	-	-	29.6%
Federal	532,082	502,639	4,390,000	-	-	-	-	-	-	-	-	-	-	-	-	-	17.9%
Total Revenues	30,519,578	1,321,179	5,462,600	7,124,330	1,180,143	6,191,200	71,095	7,076,699	1,152,184	444,626	922,836	3,016,985	22,133,731	51,870,125	6,191,200	51,107,209	100.0%

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Percentage of Total Current Budget		
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13	Fund 14	Fund 15	Fund 16	
Salaries and Wages	17,279,494	233,494	345,517	-	253,470	-	-	-	-	-	-	-	-	-	-	-	31.6%
Benefits	7,688,532	72,541	301,992	-	70,301	-	-	-	-	-	-	-	-	-	-	-	14.1%
Current Expenditures	5,680,577	1,154,864	240,926	-	110,649	-	-	-	-	-	-	-	-	-	-	-	14.5%
Student Financial Aid & Activities	-	-	4,735,418	-	-	-	-	-	-	-	-	-	-	-	-	-	8.3%
Resale	-	-	-	-	855,071	-	-	-	-	-	-	-	-	-	-	-	9.6%
Capital Outlay	-	-	-	5,557,270	-	-	-	-	-	-	-	-	-	-	-	-	9.7%
Debt Retirement	-	-	-	-	-	-	-	-	7,076,699	-	-	-	-	-	-	-	12.3%
Total Expenditures	30,628,603	1,460,899	5,623,853	7,076,699	1,289,491	5,755,500	5,557,270	7,076,699	1,152,184	444,626	922,836	3,016,985	22,133,731	57,392,315	5,755,500	56,588,781	100.0%
% of Expenditures by Fund	53.4%	2.5%	9.8%	12.3%	2.2%	10.0%	9.7%	12.3%	2.2%	10.0%	100.0%	10.0%	100.0%	100.0%	10.0%	100.0%	100.0%

Changes in Fund Equity

Estimated Fund Equity as of 6/30/20	20,875,281																
Current Revenue over Expenses	(109,025)	429,035	6,472,664	396,995	1,152,184	616,081	(5,486,175)	47,631	(109,348)	435,700							
Other Sources and Uses:																	
Proceeds from Debt	-	-	-	-	-	5,500,000	-	-	-	-	-	-	-	5,500,000	-	-	-
Interfund Transfers In	120,000	-	-	-	-	-	-	-	-	-	-	-	120,000	-	-	-	-
Interfund Transfers Out	-	-	-	-	-	-	-	-	(120,000)	-	-	-	(120,000)	-	-	-	-
Repayment of Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Budgeted Ending Fund Equity	20,883,709	289,315	6,311,411	444,626	922,836	623,906	623,906	444,626	922,836	3,016,985	22,133,731	3,016,985	22,133,731	56,588,781	20,883,709	20,883,709	20,883,709



Accrued Revenues, Expenditures and Changes in Fund Equity Current Actuals for the Fiscal Year 2021 as of August 31, 2020

	General Operations & Grants		Customized Instruction & Tech Asst		Student Financial Assistance & Activity		Capital Projects		Annual Debt Service		Enterprise Units		Internal Sales, Media Services & Self-funded Insurances		Total Current Budget	% of Actual to Budget
	Fund 1	Fund 2	Fund 3	Fund 4	Fund 5	Fund 6	Fund 7	Fund 8	Fund 9	Fund 10	Fund 11	Fund 12	Fund 13			
Local Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,278,484	0.0%
Student Fees	3,615,565	-	-	-	194,572	-	-	-	-	-	-	-	-	-	7,493,576	50.9%
State Aid & Grants	1,077,896	7,449	-	-	-	-	-	-	-	-	-	-	-	-	15,377,385	7.0%
Institutional	9,915	71,138	-	-	280,118	-	4,699	-	300,861	-	3,42,934	-	916,002	-	9,295,959	20.7%
Federal	-	-	219,077	-	-	-	-	-	-	-	-	-	-	-	5,424,721	4.0%
Total Revenues	4,703,376	78,587	693,768	4,699	300,861	342,934	916,002	7,040,226	51,870,125	13.6%						

	% of Budget Recognized	
Total Revenues	15.4%	6.6%
% of Budget Recognized	5.9%	12.7%
% of Budget Recognized	28.1%	14.8%
% of Budget Recognized	13.6%	13.6%

<u>Expenditures</u>	
Salaries and Wages	2,989,091
Benefits	1,334,653
Current Expenditures	1,105,431
Student Financial Aid & Activities	-
Resale	-
Capital Outlay	2,425
Debt Retirement	-
Total Expenditures	5,431,601
% of Budget Expended	17.7%
% of Budget Expended	20.6%
% of Budget Expended	5.0%
% of Budget Expended	10.7%
% of Budget Expended	6.8%
% of Budget Expended	18.8%
% of Budget Expended	12.2%
% of Budget Expended	14.0%

<u>Changes in Fund Equity</u>	
Estimated Fund Equity as of 6/30/20	10,507,677
Current Revenue over Expenses	(728,225)
Other Sources and Uses:	
Proceeds from Debt	-
Interfund Transfers In	-
Interfund Transfers Out	-
Repayment of Debt	-
Total	9,779,452
Total	206,763
Total	6,887,612
Total	4,523,754
Total	219,593
Total	1,253,225
Total	2,796,306
Total	25,666,704
Total	22,133,731

**Mid-State Technical College
Combined Balance Sheet - All Fund Types and Account Groups
August 31, 2020**

With comparative totals for August 31, 2019

Mid-State Technical College
Run: September 07, 2020 at 10:35 AM

ASSETS AND OTHER DEBITS

	Governmental Fund Types				Proprietary Fund Types			Fiduciary Fund Type		Memorandum only 2019-20
	General	Special Rev Operational	Capital Projects	Debt Service	Enterprise	Internal Service	Special Rev Non-Aidable			
							2020-21	2019-20		
Cash	9,237,395	-	4,901,719	136	1,570	2,279,467	6,497,520	-	16,420,288	11,507,607
Investments	-	-	-	-	-	-	-	-	6,497,520	5,897,963
Receivables:										
Property taxes	110,635	-	-	213,186	-	-	-	-	323,821	-
Accounts receivable	2,900,246	65,518	3,330	-	254,142	-	-	169,352	3,392,588	3,245,861
Due from other funds	(1,388,110)	270,586	142,377	6,270	246,457	486,004	-	236,416	-	-
Inventories - at cost	-	-	-	-	444,962	-	-	-	444,962	578,126
Prepaid Assets	-	-	-	-	-	-	-	-	-	-
Other Current Assets	-	-	-	-	-	-	-	-	-	-
Fixed assets - at cost, less accumulated depreciation, where applicable	-	-	-	-	420,393	30,835	-	-	451,228	488,447
General Long Term Debt	-	-	-	-	-	-	-	-	-	-
All Other Noncurrent Assets	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS AND OTHER DEBITS	10,860,166	336,104	5,047,425	219,593	1,367,523	2,796,306	6,903,289	6,903,289	27,530,406	21,718,004

LIABILITIES, FUND EQUITY AND OTHER CREDITS

Liabilities										
Accounts Payable	108,923	129,741	523,671	-	107,385	-	-	9,873	879,593	430,387
Accrued Liabilities:										
Wages	-	-	-	-	-	-	-	400	400	-
Employee related payables	488,133	-	-	-	(0)	-	-	31	488,163	965,843
Vacation	474,054	(401)	-	-	6,432	-	5,374	-	485,459	425,257
Other current liabilities	9,605	-	-	-	481	-	-	-	10,086	9,392
Due to other funds	-	-	-	-	-	-	-	-	-	-
Deferred Revenues	-	-	-	-	-	-	-	-	-	-
Def Compensation Liability	-	-	-	-	-	-	-	-	-	-
General Long Term Debt Group	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	1,080,715	129,341	523,671	-	114,297	-	15,677	1,863,702	1,830,879	1,830,879
Fund equity and other credits										
Retained Earnings	-	-	-	-	1,126,817	195,159	2,356	1,324,331	1,901,675	1,901,675
Res for Prepaid Expenditures	98,712	-	-	-	25,368	-	-	124,080	168,254	168,254
Reserve for Self-Insurance	-	-	-	-	-	2,386,127	-	2,386,127	1,729,519	1,729,519
Reserve for Student Gov & Org	-	-	-	-	-	-	121,025	121,025	97,668	97,668
Res for Student Fin Assistance	-	-	-	-	-	-	114,394	114,394	9,966	9,966
Res for Post-Employ Benefits	482,274	-	-	-	-	-	6,234,889	6,717,163	6,362,449	6,362,449
Reserve for Capital Projects	-	-	524,872	-	-	-	-	524,872	401,271	401,271
Res for Cap Proj - Motorcycle	-	-	91,210	-	-	-	-	91,210	85,775	85,775
Reserve for Debt Service	-	-	-	396,995	-	-	-	396,995	387,022	387,022
Designated for Operations	7,864,824	150,098	-	-	-	-	-	8,014,922	7,223,334	7,223,334
Des for State Aid Fluctuations	383,216	-	-	-	-	-	-	383,216	383,216	383,216
Des for Subsequent Year	1,678,650	278,938	-	-	-	-	-	1,957,587	2,582,427	2,582,427
TOTAL FUND EQUITY AND OTHER CREDITS	10,807,676	429,035	616,081	396,995	1,152,184	2,581,285	6,472,664	22,155,921	21,332,576	21,332,576
Year-to-date excess revenues(expenditures)	(728,225)	(222,272)	3,907,673	(177,402)	101,041	215,021	414,948	3,510,783	(1,445,451)	(1,445,451)
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	10,860,166	336,104	5,047,425	219,593	1,367,523	2,796,306	6,903,289	27,530,406	27,530,406	21,718,004

August Contracted Service Agreements Meeting on September 21, 2020

Contract Number	Location of Business/Agency	Industry Type	Type of Service	Hours of Instructions	Estimated Number Served	Contract Amount
146595	Nekoosa	Business & Industry	Heartsaver First Aid	9	27	2,130.00
146596	Districtwide	Business & Industry	Soft Skills for the Modern Workplace	30	5	1,625.00
146597	Marshfield	Business & Industry	Nursing Assistant	120	10	8,050.00
146598	Stevens Point	Business & Industry	Peer Coaching Training	36	2	7,920.00
146599	Madison	Business & Industry	Fire Alarm Systems	24	20	3,600.00
146600	Madison	Business & Industry	Commercial Blueprint Reading	10	20	1,600.00
146601	Madison	Business & Industry	Motor Controls	24	20	3,600.00
146602	Madison	Business & Industry	Residential Blueprint Reading	10	20	1,600.00
146603	Madison	Business & Industry	Industrial Blueprint Reading	10	20	1,600.00
146604	Madison	Business & Industry	Codeology	24	20	3,600.00
146605	Madison	Business & Industry	PLC	24	20	3,600.00
146606	Stevens Point	Business & Industry	Heart Saver First Aid/CPR/AED	8	36	3,990.00
146607	Stevens Point	K-12 School District	Childhood Teacher Skills and Strategies- Pyramid Model Training	24	12	3,480.00
			Total:			\$46,395.00

August Contract Training Proposals For Informational Purposes

Monthly Contract Training Proposal Recap - August 2020						
Proposal #	Bill to City	Industry Type	Type of Service	Proposal Amount	Current Status	
157	Stevens Point	Business and Industry	First Aid/CPR	\$1,595.00	Presented	
158	Wisconsin Rapids	Business and Industry	First Aid/CPR/Blood Borne Pathogens	\$1,095.00	Presented	
159	Stevens Point	Business and Industry	Peer Coaching Training	\$7,920.00	Accepted	
160	Marshfield	Government	Computer Basics	\$179.58	Accepted	
161	Nekoosa	Business and Industry	First Aid	\$2,130.00	Accepted	
162	Madison	Business and Industry	Residential Blueprint Reading	\$1,600.00	Accepted	
163	Stevens Point	K12 School District	Pyramid Training - Fall 2020	\$3,200.00	Accepted	
164	Madison	Business and Industry	Commercial Blueprint Reading	\$1,600.00	Accepted	
165	Madison	Business and Industry	Codeology	\$3,600.00	Accepted	
166	Madison	Business and Industry	Fire Alarm Systems	\$3,600.00	Accepted	
167	Madison	Business and Industry	Industrial Blueprint Reading	\$1,600.00	Accepted	
168	Madison	Business and Industry	Motor Controls	\$3,600.00	Accepted	
169	Madison	Business and Industry	PLC	\$3,600.00	Accepted	
TOTAL				\$35,319.58		

**FINANCE & AUDIT COMMITTEE
Procurement of Goods and Services
September 21, 2020 Board Meeting**

PROCUREMENTS REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – SOFTWARE – SCHOOL OF HEALTH</u>		
Assessment Technologies Institute, Leawood, KS	\$ 151,140.00	Sole Source
❖ Subtotal for Procurements Requiring Board Action	<u>\$ 151,140.00</u>	

PROCUREMENTS NOT REQUIRING BOARD ACTION	<u>AMOUNT</u>	<u>PROCUREMENT METHOD</u>
<u>WR CAMPUS – EQUIPMENT – IT DEPARTMENT</u>		
Troxell Communications Inc., Germantown, WI	\$ 47,311.16	State Contract
<u>WR CAMPUS – EQUIPMENT – IT DEPARTMENT</u>		
Paragon Development Systems Inc., Brookfield, WI	\$ 44,004.00	State Contract
<u>WR CAMPUS – EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Lab Midwest, Mequon, WI	\$ 34,375.00	Quote
Technical Laboratory Systems, Houston, TX	\$ 36,960.00	Quote
DAC Worldwide, Swedesboro, NJ	\$ 36,545.45	Quote
<u>WR CAMPUS – EQUIPMENT – SCHOOL OF ADVANCED MANUFACTURING & ENGINEERING</u>		
Staehe Precision Corporation, Brownsville, WI	\$ 29,629.50	Quote
Machine Tool, New Castle, IN	\$ 33,434.00	Quote
Total Machine Service Corp., Delafield, WI	\$ 33,320.00	Quote
<u>WR CAMPUS – EQUIPMENT – IT DEPARTMENT</u>		
Paragon Development Systems Inc., Brookfield, WI	\$ 27,360.00	State Contract
❖ Subtotal for Procurements Not Requiring Board Action	<u>\$ 182,679.66</u>	

GRAND TOTAL

\$ 333,819.66

PROCUREMENT & SELECTION METHODS DEFINED

Mid-State Technical College and the Wisconsin Technical College System have purchasing policies. The purchasing method applied meets those policies.

BID – A public notice is published in the local newspaper. Potential bidders are notified of the publication based on industry knowledge and past projects. Interested bidders can request plans and specifications to be used for bid preparation. The lowest fixed-price bid is accepted from a responsible bidder meeting specifications.

QUOTE – Written quotes are solicited from three or more vendors (if available). The lowest quote meeting specifications is selected.

REQUEST FOR PROPOSAL (RFP) – A competitive selection process was completed to select the vendor for the purchase. Award was based on criteria that may include price and other critical criteria such as service, experience, references etc. Criteria is weighted and scored by evaluators. Agreements for services can extend for multiple years.

COOP (Cooperative) Purchase – A competitive procurement method was utilized to select the vendor and the contract was approved by the WTCS office for use by the college. (Includes NJPA – National Joint Powers Alliance, WSCA – Western States Contract Alliance, National IPA – National Intergovernmental Purchasing Alliance.

STATE CONTRACT – A state agency such as the Department of Administration or UW system processed a bid or RFP and awarded the products and/or services to this vendor. Mid-State is able to negotiate a lower price directly with the vendor.

CONSORTIUM CONTRACT – The WTCS Purchasing Consortium has completed a competitive selection process by RFP or Bid. Mid-State is able to participate without fulfilling a college-directed process.

SOLE SOURCE – The item or service is available from a single source, or after solicitation in a competitive procurement competition is determined to be inadequate, or the purchase is from another governmental body, or cooperative purchasing under S 16.73, Wis. Stats. is utilized, or the federal grantor agency authorizes noncompetitive negotiation, or an advisory committee requires the product brand for training students for local employment, or the product is purchased as used which does not require competitive bidding due to the nature of procurement used.

MANDATORY – Mid-State is required to pay for the service or membership to operate.

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF \$1,000,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020B

WHEREAS, on August 17, 2020, the District Board of the Mid-State Technical College District, Adams, Clark, Jackson, Juneau, Marathon, Portage, Waushara and Wood Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$633,000 for the public purpose of paying the cost of building remodeling and improvement projects and in the amount of \$367,000 for the public purpose of paying the cost of acquiring movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Marshfield News Herald on August 20, 2020 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes for building remodeling and improvement projects and acquiring movable equipment;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires at the close of business on September 21, 2020;

WHEREAS, the District Board hereby finds and determines that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the District is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue its general obligation promissory notes (the "Notes") for such public purposes; and

WHEREAS, it is the finding of the District Board that it is necessary, desirable and in the best interest of the District to sell the Notes to Robert W. Baird & Co. Incorporated (the "Purchaser"), pursuant to the terms and conditions of its note purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Sale of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of ONE MILLION DOLLARS (\$1,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted, and the Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District (subject to the condition that no valid petition for referendum is filed by the close of business on September 21, 2020). To evidence the obligation of the District, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District,

the Notes aggregating the principal amount of ONE MILLION DOLLARS (\$1,000,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2020B"; shall be issued in the aggregate principal amount of \$1,000,000; shall be dated October 13, 2020; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes are not subject to optional redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2020 through 2023 for the payments due in the years 2021 through 2024 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2020B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 21, 2020.

Robert Beaver
Chairperson

ATTEST:

Lynneia Miller
Secretary

(SEAL)

COMMITTEE-OF-THE-WHOLE

Monday, September 21, 2020 – 5:00 p.m.
Wisconsin Rapids Campus; Room L133-134
and Microsoft Teams Video Conferencing

AGENDA

A. CALL TO ORDER – ROBERT BEAVER

B. OPEN MEETING CERTIFICATION – ROBERT BEAVER

This September 21, 2020 meeting of the Mid-State Technical College District Board of Directors, and all other meetings of the Board and/or its committees, is open to the public in compliance with State Statutes. Notice of this meeting has been sent to news media and designated persons in an attempt to make the citizens of the Mid-State Technical College District aware of the place, time and agenda of the meeting.

C. BOARD POLICY REVIEW – DR. SHELLY MONDEIK

An overview of the second of three sets of Board Policies will be provided.

D. ADJOURNMENT



Policy Title: ASSET PROTECTION

The President shall cause assets to be adequately maintained and protected from unnecessary risk. Accordingly, the President may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Allow unbonded personnel access to material amounts of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.
- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
- Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without compliance with, in order of priority, the following principles: a. security of the investment; b. receiving favorable consistent return on the investment; and c. local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
- Acquire, encumber, or dispose of real property without Board approval.
- Fail to protect property, information, and files from loss or damage.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 15, 2018

Policy Title: BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall manage College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after considering input from College constituencies. Budgets will become effective upon approval by the Board. Accordingly, the President shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Propose a budget which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- Propose a budget which takes into account the College Mission, Vision, Goals, and Strategic Directions.
- Propose a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research.
- Propose a capital budget which meets guidelines established by the Board and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Propose an operating budget which meets guidelines established by the Board.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll-call vote per Section 65.90(5), *Wis. Stats.* (A two-thirds affirmative vote of the entire membership is required.)

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 15, 2018

Policy Title: FINANCIAL CONDITION

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk. It is a material deviation to:

- Expend more funds than have been received in the fiscal year without prior Board approval.
- Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
- Make any purchase or commit the organization to any expenditure greater than \$50,000 that deviates from approved budget without Board approval.

Furthermore, the President may not:

- Make any purchase:
 - without prudent protection against conflict of interest;
 - over \$25,000 without having solicited and obtained at least three competitive quotes, if available; and
 - over \$50,000, \$25,000 for construction contracts, without receipt of three sealed bids/RFPs, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code.
- Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
- Fail to maintain adequate combined operating fund balance reserves sufficient to maintain a healthy financial position as required by the Higher Learning Commission, North Central

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 15, 2012; October 17, 2016; October 15, 2018

Association of Colleges and Schools, Moody's Rating Service, Inc., and the college's selected independent audit firm.

- Fail to apply for aid from all sources of funding when known to be eligible except when not in the best interests of the College.

Policy Title: COLLEGE BUDGET PROCESS

The Board shall oversee the development of the annual budget. The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules. The College budget process will include the following sequence of activities:

1. The Board will annually review the College's Mission, Vision, financial assumptions (local, state and federal funds) and other plans and related materials (e.g., capital budgeting plan, debt retirement schedule, etc.).
2. The Board will review the College's prior year's budget experience and discuss major issues and initiatives to be considered over the course of the development of the next year's budget.
3. The Board will review the President's proposed direction statements and establish budget assumptions and parameters no later than January.
4. The Board will review the budget process calendar which includes the timetables for completion of the budget process no later than January.
5. The Board will review the President's proposed operating budget projections as well as any major capital budget initiatives included in the three-year capital plan. A special budget review may be offered to the Board prior to the final budget.
6. The Board will review the President's final proposed College budget prior to the budget hearing.
7. A public hearing on the proposed budget will take place during the month of June.
8. Following the public hearings, the Board shall approve the budget by July 1.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised:

Policy Title: PURCHASING AND PROCUREMENT

- The Board procurement policy will incorporate all pertinent federal, state, and Wisconsin Technical College System procurement requirements including state statute, Chapter 38, and TCS, Chapter 6.
- The Board will review and approve all proposed capital expenditures greater than \$50,000 and included in the annual adopted budget.
- The Board will review and approve all proposed public construction expenditures greater than \$25,000.
- The Chairperson and Secretary are empowered to sign or authorize signing of public construction contracts as defined by Wisconsin Statutes Chapter 62.15.
- The Chief Financial Officer shall prepare a monthly report of capital expenditures and, along with the President, certify that the expenditures were made in accordance with Wisconsin Statute Chapter 38 and Wisconsin Technical College System Chapter 6. The Board will review and approve this report.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 15, 2012

Policy Title: COMPENSATION AND BENEFITS

The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers. Accordingly, the President may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with salary structures and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Employ faculty or staff who do not meet minimum requirements established by the Wisconsin Technical College System and Mid-State Technical College. However, the President may administratively authorize some qualification exceptions for part-time faculty to teach non-credit courses.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 20, 2014; October 17, 2016; October 15, 2018

Policy Title: HUMAN RELATIONSHIPS

The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's Core Values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified. Accordingly, the President may not:

- Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of employee complaints, ensure due process, and protect against wrongful conditions.
- Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:
 - Discrimination
 - Equal Opportunity
 - Sexual Harassment
 - Rights of Privacy
- Prevent students and staff from using established grievance procedures.
- Fail to acquaint students and staff with their rights and responsibilities.
- Fail to maintain confidentiality where appropriate.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised: October 20, 2014

Policy Title: BOARD POLICY CREATION AND REVIEW

It is the responsibility of the Board to provide leadership, guidance, and direction to govern the current and future affairs of the College. Toward this end, the Board deliberates and acts on matters of enduring significance to the College. Such actions, when approved by the Board, shall be articulated as statements of Board policy. These policy statements comply with the provisions of Chapter 38, *Wis. Stats.*

- When articulating policy, the Board shall strive for brevity, clarity, and continued expression of a positive and future-oriented tone.
- The Board may approve new policies or revise existing policies at any meeting by action of a majority vote of the entire Board. Upon the request of any member, action shall be deferred for one meeting.
- It is intended that Board policies be living documents. Toward this end, all Board policies shall be reviewed bi-annually or as needed to ensure that they continue to be pertinent.

Adopted: July 11, 2011

Reviewed: August 20, 2012; August 18, 2014; July 11, 2016; August 20, 2018

Revised:

Policy Title: CONTRACTS FOR SERVICES

Mid-State Technical College is committed to providing customized instruction and technical assistance on a contracted basis to business, industry, and other external public and private agencies and organizations. These services are generally derived from the education and training offered through traditional occupational programs, advanced training, seminars/workshops, and continuing education courses.

Workforce & Economic Development Managers are charged with the responsibilities for promoting, developing, pricing, negotiating and delivering contracted services. In doing so they shall comply with the rules, requirements, and guidelines outlined in this policy, and the plans, processes, procedures, and forms developed by the College.

SCOPE

Administrative Code TCS 8.04 establishes the required district policies and procedures within the Wisconsin Technical College System per WI s.38.14(3)(e). The *“Contracting Reporting Manual”* promulgates the rules and requirements of TCS 8.04.

Mid-State has prepared the necessary policies, process, procedures, and forms to carry out the intent of this policy. The Division of Workforce and Economic Development will provide direction in terms of services offered and delivered.

Revenues and expenditures for contracted services shall be accounted for in the Special Revenue Fund, a segregated fund. This fund is expected to be self-supporting. Occasionally net assets (fund balance) can be transferred to the General Fund, with approval of the Board, to support curriculum and program development at the recommendation of the Vice President of Workforce & Economic Development and the Vice President, Finance. The Special Appropriate internal controls and monthly operating reports are available to ensure that business records and reporting is kept current.

REQUIREMENTS

It shall be a policy of the College to charge full costs, as calculated by the WTCS, unless exempt by established criteria in a business plan or pricing policy. The rationale for charging less than full costs, as calculated by the WTCS, shall be disclosed to the District Board with a request for their subsequent approval.

Other requirements include:

Adopted: August 19, 2019

Reviewed: August 19, 2019

Revised:

1. When the service recipient is located within the boundaries of another Wisconsin technical college district, the Mid-State district shall notify the district where the recipient is located of the existence of the contract within thirty (30) days of execution of the contract. Managers shall consider the existence of alternative service providers prior to entering into an agreement for rendering services.
2. District residents may not be displaced from any program or course solely on the basis of a contract for services with a service recipient.
3. All payments received by a district from a service recipient must be deposited in the district treasury.
4. District employees shall be prohibited from accepting fees, gifts, salary, honorarium or reimbursement for contracted services rendered which are a part of the employee's current responsibilities.
5. Compensation for services rendered outside of normal working hours may be allowed, but shall require prior administrative approval. Individual salary payments for services rendered shall be paid to the employee by the District.
6. Services rendered by the College to a foreign government or a business or industry not operating within the state of Wisconsin must comply with Chapter 38.14(3)(c)(d).
7. Every service recipient of the college must certify that it does not discriminate on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry, or sexual orientation against;
 - a. Any employee or applicant for employment, in regard to hire, tenure, or term, condition or privilege of employment except where there is a bona fide occupational qualification.
 - b. Any student or any applicant for enrollment in regard to admission or privilege of enrollment.

WRITTEN CONTRACTS & EXAMPLES

It is the policy of the College to require a written contract for services rendered. This contract is approved by the Vice President of Workforce and Economic Development and reported to the Mid-State Technical College District Board at the next regularly scheduled meeting. The agenda shall contain a list of the contract number, service recipient, type of service, and contract amount.

Examples of services requiring written contracts may include:

- Contract to provide consulting services or technical assistance paid by business, industry, or external agencies and organizations – not paid by individuals.

- Contract for providing computer, fiscal, or management services to local units of government.
- Contracted instruction that is intended to be or is closed to the general eligible public.
- Contracted instructional, professional, and non-professional services to a high school district.
- Contracted accounting services to the Mid-State Foundation or other non-profit organizations.
- Contracted non-instructional food service to organizations or institutes such as nursing homes or hospitals.
- Contracted instructional services to federal or state correctional institutions.
- Contracted services provided indirectly to the federal government through a state or local agency.
- Contracted instruction or non-instructional services provided to another state, or sub-division of that state, such as a vocational district, technical college, or any other institute of higher education.
- Contracted instruction or non-instructional services provided to a Wisconsin State governmental agency or sub-unit.
- Contracted fiscal management services provided to a business and industry designed to assist the organization in question with the process of expanding its operation.

Administration has developed a model contract that shall be used when formalizing an agreement to provide services to an organization covered by this policy.

WTCS REPORTING REQUIREMENTS

Annually, at the time specified and in a format established by the Wisconsin Technical College System Board, the college shall report to the state the reimbursed and non-reimbursed costs for each accounting function, the type of service rendered under each contract, and if the contract involves instruction for credit, the number of students served under each contract and the total credits granted under each contract.

Annually, the Wisconsin Technical College System generates a report comparing contract cost to contract revenues, calculated according to a uniform statewide methodology.

Adopted: August 19, 2019

Reviewed: August 19, 2019

Revised:

Policy Title: BOARD CONDUCT

1. Statement of Expectations. It is the policy and expectation that each Board Member shall provide leadership, guidance, and direction for the college by promoting the vision and mission, upholding the reputation, and fostering the economic well-being of the college. Each Board Member shall:
 - a. Act in the best interests of our students and the entire college community.
 - b. Exercise the duties and responsibilities with integrity, collegiality, and care.
 - c. Represent the college in a positive and supportive manner at all times on and off campus.
 - d. Act according to Board policies and the laws of the United States and the State of Wisconsin, and local ordinances.
 - e. Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and in which the dignity of each individual is maintained.
 - f. Cultivate a sense of group responsibility for collective rather than individual decisions.
 - g. Refrain from engaging in conduct that may embarrass the college or adversely affect its reputation or the Board's governance.
 - h. Enforce upon itself whatever discipline is needed to govern with excellence.
 - i. Attend all regular and special Board meetings, unless excused from attendance.
 - j. Refrain from public comments on Board matters without Board authorization or according to Board policy.
 - k. Comply with policy governance.
2. Code of Ethics. The Board expects ethical conduct by itself and its members. This includes proper use of authority. Board Members shall carry out their duties with the highest ethical conduct and shall follow these policies and Sec. 19.45, Wis. Stat. entitled *Standards of Conduct; State*

Adopted: December 17, 2018
Reviewed: December 17, 2018
Revised:

Public Officials and the Wisconsin Code of Ethics for Public Officials and Employees, Secs. 19.41-19.59, Wis. Stats. Board Members shall:

- a. Maintain unconflicted loyalty to the interests of the College. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. This accountability supersedes the personal interest of any Board Member acting as an individual consumer of college services.
 - b. Observe the *Wisconsin Open Meetings Law, Secs. 19.81-19.98, Wis. Stats.*, adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the *Open Meetings Law*. Board members shall observe the *Wisconsin Public Records and Property Law, Secs. 19.21-39, Wis. Stats.*
 - c. Accept the responsibility of being informed of the major initiatives of the college, the global perspective of the Wisconsin Technical College System, and related national activities such that each Board Member is better able to make the necessary decisions that maintain or strengthen our commitment to students of the college.
 - d. Avoid any exercise of individual authority over the college except as explicitly set forth in Board policies or with specific Board authorization. A Board Member's interaction with the President, staff, public, press, and other entities must recognize the lack of authority in any individual Board Member or group of Board Members except as noted in Board policies or by specific Board authorization. No Board Member or Board Members may speak for the whole Board unless so designated by the Board.
 - e. Not use the Board Member's position to obtain financial gain or anything of value for his/her private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the Board Member's official duties. A "family member" is defined in Chapter 19, Wis. Stat. and in College policy.
3. Confidentiality. Board Members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. Board Members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the Board and shall not discuss personnel or performance matters in public except in accordance with Board policies or as may be required by law
4. Conflict of Interest.
- a. Board Members owe a duty of loyalty to the college and to the community. Board Members must avoid conflicts of interest or the appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities.

- b. A conflict of interest exists when the Board Member is in a position to influence, directly or indirectly, college business or college-related decisions which does or could result in personal financial gain for the Board Member or that of a family member, subject to Sec. 946.13, Wis. Stat.
 - c. A Board Member shall timely disclose a conflict of interest to the Board, or for reasons of confidentiality, to the Board Chairperson. When the Board will consider a matter as to which a Member has an unavoidable conflict of interest, the Member shall absent himself/herself from that portion of the meeting at which the matter is considered and voted upon. The Member shall not participate in the discussion or vote on the matter.
 - d. Board Members shall not use their positions to obtain employment at the college for themselves or family members, as defined in Chapter 19 Wis. Stat. and in College policy. Board Members shall not use their positions to protect or maintain employment at the college for themselves or family members, as defined herein.
5. Sexual Misconduct. The college has a zero tolerance policy for gender and sex-based discrimination, and seeks to create and maintain a campus free from sexual misconduct. **[The College's sexual misconduct policy can be found at: <http://www.mstc.edu/sites/default/files/files/AdministrativePolicies/SexualAssaultSexualMisconduct.pdf>]** Board Members shall comply with this policy and avoid all prohibited activity.
6. Sexual Harassment. **[The College's harassment policy can be found at: <http://www.mstc.edu/sites/default/files/files/AdministrativePolicies/EqualOpportunityandAffirmativeAction.pdf>]** Board Members shall comply with this policy and avoid all prohibited activity.
7. Harassment. **[The College's harassment policy can be found at: <http://www.mstc.edu/sites/default/files/files/AdministrativePolicies/EqualOpportunityandAffirmativeAction.pdf>]** Board Members shall comply with this policy in their conduct with staff, students, Board Members, vendors, and the general public and shall avoid all prohibited activity.
8. Abuse of Power. A Board Member shall not, by virtue of the position as Board Member, expect, demand or coerce special favors, attention or treatment from any other Board Member or employee or student of the college, or any other Entity or Individual.
9. Consensual Relationships.
 - a. A Board Member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another Board Member, employee or student. Such

relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.

- b. A Board Member who is in a consensual relationship shall disclose the nature of the relationship to the Board Chairperson.

10. Board Member Reporting Requirements.

- a. A Board Member who has a reasonable basis to believe another Board Member has violated a Board Policy shall report the alleged violation to the College President, Chairperson of the Board, or any Officer of the Board.
- b. A Board Member shall report his/her own alleged violation of Board Policy according to the provisions of Section 10(a). This includes, but is not limited to, conduct that may embarrass the college or adversely affect its reputation or the Board's governance under Section 1(g) of this Policy, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.

11. Complaint Procedure.

- a. This procedure applies to a Board Member who allegedly violates this Board Policy or any other Board Policy. The College President, Chairperson of the Board, or Officer of the Board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying Policy.
- b. A report of violation under Section 10 Board Member Reporting Requirements made to the College President, Chairperson of the Board or Officer of the Board shall be promptly referred to the College President. An alleged violation which involves the College President shall be referred to the Chairperson of the Board. An alleged violation which involves the Chairperson of the Board shall be referred to the Board Executive Committee or the Officers of the Board. The process under subsections (c) through (g) shall be followed.
- c. The College President shall inform the Board Member against whom the allegation is made of the allegation and shall meet with the Board Member and attempt to resolve the matter. If the matter is not resolved, it shall proceed to subsection (d).
- d. The Board Chairperson shall inform the Board Member against whom the allegation is made of the allegation if subsection (c) is not applicable. The Board Chairperson, in his/her sole discretion, may meet with the Board Member at any time prior to, during, or

following any investigation to discuss and resolve the matter. If the matter is not resolved, the Board Chairperson shall refer the matter to the Board Executive Committee or the Officers of the Board.

- e. The Board Executive Committee or the Officers of the Board shall inform the Board Member against whom the allegation is made of the allegation if subsections (c) and (d) are not applicable. The Board Executive Committee or the Officers of the Board may meet with the Board Member to discuss and resolve the matter.
- f. The President, Board Chairperson, Board Executive Committee, or the Officers of the Board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the Board.
- g. If the matter is not resolved, the Board may vote, by a majority of the full Board, to refer the matter, with or without a recommendation, to the Board Appointment Committee as then constituted pursuant to Sec. 38.10(1) Wis. Stat. The Appointment Committee may, by majority vote, remove the Board Member at pleasure pursuant to Sec. 17.13(1) Wis. Stat.
- h. This policy acknowledges Sec. 17.13(3) Wis. Stat. which provides a Board Member is subject to removal by the judge of the appropriate circuit court, for cause.